

# IDAHO PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING

**Monday – July 10, 2006 – 9:00 A.M.**

**Division of Building Safety  
Board Conference Room  
1090 E Watertower Street  
Meridian, ID 83642**

## **APPROVED MINUTES OF THE JULY 10, 2006 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The meeting was called to order by Chairman Bob Beer at 9:05 a.m. on Monday, July 10, 2006.

### **Board Members Present:**

Mr. Bob Beer, Chairman  
Mr. David Bennion  
Mr. Mike Wood  
Mr. Dick Anderson  
Mr. Terry McEntee

### **Board Members Absent:**

### **DBS Staff Members:**

Steve Keys, Deputy Administrator, Operations  
Marsi Woody, Deputy Administrator, Administration  
Kay Christensen, Deputy Attorney General  
Jean Frenette, Program Manager  
Lorraine Mallett, Administrative Assistant/Recording secretary

**MEETING MINUTES MOTION:** Dick Anderson moved to approve the minutes of April 3, 2006; the motion was seconded by David Bennion, motion passed.

### **Administrator's Report**

- ◆ In John McAllister's absence, Chairman Bob Beer informed the Board that he, John McAllister, Steve Keys, Jean Frenette, Kay Christensen and Dick Anderson attended a meeting with Senator Keough, Senator Broadsword and other interested public works contractors in Sandpoint, Idaho on June 29. They discussed the removal of the third party indemnification criteria for license renewal/issuance and establishing an additional license classification between C and B.
- ◆ Steve Keys and Kay Christensen have been working on a rough draft of an emergency rule for future applications. It was suggested that a meeting be set up with legislators on this issue. August 23<sup>rd</sup> is the cut off date for the submittal of rules for the next legislative session.

**ACTION:** Kay Christensen will distribute the rough draft by email to board members this afternoon.

- ◆ There was discussion regarding the gap between licenses C (\$100,000) and B (\$500,000).

**ACTION:** Bureau staff will draft a license proposal for the mid, lower and top portion of license classifications for the next board meeting.

### **Deputy Administrator of Operations, Report**

- ◆ Steve Keys addressed the costs of International Code Council (ICC). ICC charges \$100.00 per test, with no development charge, and \$65.00 for the review manual.

- ♦ Test development would be based on a collaboration between the Bureau's and Board's recommendation of personnel for the test question committee; working in concert with ICC. The test would be a competency test on business and construction fundamentals.

**MOTION:** Terry McEntee moved to proceed with test development (not implementation). Dave Bennion seconded the motion.

- ♦ Discussion followed on implementation of testing concerns and that the test would cover general fundamentals of public works information at this time. This test would be for new license applications not renewals.

**AMENDED MOTION:** Terry McEntee amended his motion to develop the test with approval, before implementation, and for Board approval for the Bureau to go into contract with ICC to develop the test. The motion died for lack of a second.

**MOTION:** Terry McEntee moved that the Board approve the Bureau to enter into a contractual agreement with ICC to develop and implement the test. In the event the test is not implemented, DBS will reimburse ICC for the cost of development. Dave Bennion seconded the motion, motion passed unanimously.

### **Program Manager's Report**

- ♦ Jean Frenette informed the Board that revenues decreased by \$1525.00 due to the \$25.00 decrease in Class D license fees. Projection for the next ten (10) months based on 217 "D" licenses is a loss of \$5420.00.
- ♦ An update was given on administrative assessments (investigations). Infractions/violations are currently being published on the PWCL website. The Board felt that leaving them posted for one year would be sufficient.
- ♦ PWCL outreach activities are going well; Jean was well received in Northern Idaho. All counties are asking for more visits, personal contact, and updated information.

### **Action Agenda**

- ♦ Proposed Rule Making for Fees  
Steve Keys distributed a rough draft of the fee structure that addressed the statute that was passed last year giving permission for the board to increase the fees. This statute also decreased the D license fee from \$75.00 to \$50.00. Budget and staffing concerns were discussed.

**MOTION:** Dave Bennion moved to accept a fee structure to be published:

D - \$50.00, C - \$100.00, B - \$150.00, A - \$250.00, AA - \$350.00, AAA - \$450.00

Dick Anderson seconded the motion; motion passed unanimously.

**ACTION:** Kay Christensen will submit PARF for immediate change of fee schedule to be submitted for the next legislative session.

- ♦ Licensing Criteria – covered under Deputy Administrator of Operations Report.
- ♦ Bureau Chief Job Description and Factoring

There was initial discussion regarding the Bureau Chief Job description and factoring.

**MOTION:** David Bennion moved to table the Bureau Chief job description discussion and get samples of those job descriptions (Bureau Chief, Office staff positions) sent to board members to look over. Terry McEntee seconded motion; motion passed unanimously.

**ACTION:** DBS will send the job descriptions of Bureau Chief and Office staff positions to board members.

- ♦ **Open dialog for an intermediate license class and low end entry license class**

**ACTION:** Chairman Bob Beer asked that the Bureau research an intermediate license and low end entry license class and bring back to the Board.

### **New Business**

- ♦ 'Joint ventures' and the need to address the license process, as well as legislation, were discussed.
- ♦ The possibility of charging a higher fee for expedited license processing was discussed. The current processing time is 3-5 days if all documentation is in order.

**ACTION:** The Bureau will research what other states do for:

- a. expedited processing of licenses (data of charges and turn around time)
- b. bidding license requirements

- ♦ The question was raised why other Bureau's inspectors aren't able to do inspections for Public Works licenses. The Division's lack of resources is the primary factor at this time.

The Agenda for the next Board meeting was discussed.

The next meeting will be held on October 2, 2006 unless it is determined that a meeting is needed in August to address the Indemnification proposed rule.

**MOTION TO ADJOURN:** David Bennion moved to adjourn; motion was seconded by Mike Wood, motion passed unanimously.

Meeting adjourned at 12:00 p.m.

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STEVE KEYS  
DEPUTY ADMINISTRATOR, OPERATIONS

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DATE

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JOHN A. MCALLISTER  
ADMINISTRATOR, DIVISION OF BUILDING SAFETY

\_\_\_\_\_  
DATE

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BOB BEER  
CHAIRMAN, PUBLIC WORKS CONTRACTORS LICENSE BOARD

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DATE